



BOARD OF ADJUSTMENT APPLICATION REQUIREMENTS

In accordance with the adopted rules and regulations of the City of South Tucson Board of Adjustment, the following items shall be part of any application:

1. The application must be made on forms provided by the City, which shall bear the signature of the applicant. Applications for variances for new construction must be accompanied by the building permit application form, which states the reason why a permit cannot be issued.
2. The premises for which the application is submitted must be fully identified as to the legal description and size of the parcel, ownership, usage and current zoning designation.
3. Two copies of a plot plan must be submitted with the application. These should show all proposed structures, as well as existing structures and should cover not only the property in question, but all structures on adjacent properties within 50 feet of the lot lines. Plot plan should be drawn to an accurate scale and indicate provisions for off-street parking when appropriate.
4. The applicant must clearly state the request and the reasons why the Board should approve it, grounds for appeal or application with respect to law and fact for granting hardship. If a variance is requested, state the specific hardship claimed.
5. Payment of fees: Application fees vary from \$25.00 to \$100.00, based on the valuation of construction. Where no construction is involved or valuation is not determined, the fee is \$25.00. Please make checks payable to: *City of South Tucson. **Fees are non-refundable.***
6. Applications will be accepted any business day during normal working hours.
7. The Board of Adjustment shall fix a reasonable time for the hearing of an application or of an appeal. Notice of the time and place of the public hearing shall be given at least fifteen (15) and not more than thirty (30) calendar days prior to the hearing by:
 - a. Publication at least once in a newspaper of general circulation published or circulated in the City of South Tucson.
 - b. By posting notice in conspicuous places close to the property affected.
8. Should it be necessary to postpone the hearing at the request of the applicant, after the legal advertisement has been published, an additional fee of \$25.00 must be paid by the applicant for the continuance.

**APPLICATION TO BOARD OF ADJUSTMENT
City of South Tucson**

Application filed on _____ Case No. _____ Map No. _____

Fee _____ Receipt No. _____

This application is filed with the Board of Adjustment for the reason that Section: _____

of the South Tucson Zoning Code _____

Accepted by _____

(DO NOT WRITE ABOVE THIS LINE)

Premises in Question

Owner of Property _____ Phone: _____

Mailing Address of owner of premises: _____

Address of premises _____

Present Zone _____ Lot Size _____

LEGAL DESCRIPTION: Lot _____ Block _____ Subdivision _____

(Or attach separate sheet)

Present Use _____

Present Improvements on Parcel _____

CHANGES REQUESTED _____

Has a previous case been filed before the Board of Adjustment in connection with these premises?

() No () Yes If so, state case number, decision, and date: _____

IMPORTANT: Two copies of a Plot Plan must be attached. This should show all existing structures drawn to scale, as well as any proposed structures, and all structures on adjacent properties within 50 feet of lot lines. Label streets, alleys, drives, and show location of off-street parking.

(I) (We) believe the board should approve this request because: (Give reason for the request in your own words - grounds for appeal or application with respect to law and fact. If a variance is desired state specific hardship claimed. Use separate sheet if more space is needed.)

I hereby certify that all aforesaid statements, and the statements contained in any attachments or plans submitted herewith are true to the best of my knowledge and belief. In the event applicant is NOT the property owner, he/she certifies that he/she was authorized to file this request by the owner.

Signature

Name _____
(Please print or type)

Mailing Address Zip

Telephone